

Casual Employment Opportunity: Health Innovation Hub Administrator

The Health Innovation Hub (H2i) in the Faculty of Medicine, University of Toronto, is seeking a temporary, full-time Administrator to assist with the day to day functioning of the H2i. The contract will run from August 1, 2017 to March 31, 2017.

Description

The Health Innovation Hub is the Faculty of Medicine's Campus Linked Accelerator whose mission is to educate, facilitate, and partner trainee initiated commercialization of Health Matters. It currently supports over 55 commercialization ventures and has seen a year over year growth of 30 venture companies per year since its inception in 2015. Under the general direction of the Co-Directors, the incumbent will provide full administrative and planning support to the Health Innovation Hub.

Duties

- First point of contact for new clients;
- tracking and monitoring quarterly reports on current and new client startups;
- preparing quarterly metric reports for the University's Entrepreneurship office;
- monitoring budget and tracking spending in collaboration with the associate Dean of Research office in the Faculty of Medicine;
- planning and coordinating logistics of H2i events in its annual executive plan;
- scheduling meetings for clients with H2i executive, assisting the co-directors with the coordination agreements and facilitating partnership arrangements between the H2i and University, Hospital and Industry communities;
- maintaining and updating content on the H2i website and enabling social and traditional media releases
- Participating in the executive planning of H2i's annual activities.

Qualifications Required

Education:

Bachelor or graduate degree, preferably in a related field of Medicine, or an equivalent combination of



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education and experience. Excellent communication and multitasking skills are required. Experience in interacting with an entrepreneurial and post-graduate university community is an asset.

Experience:

Minimum three (3) years' experience or equivalent in an administrative position, preferably in an innovation oriented environment. Experience with customer service, scheduling, project coordination and event planning is required.

Skills:

Highly developed computer software skills, including: MS Office, Adobe Creative Cloud, various social media. Experience using content management systems (e.g. WordPress and Trello) is a strong asset.

Other:

Excellent oral and written communication skills. Demonstrated ability to take initiative, be adaptable and flexible. Professionalism, tact and discretion with strong interpersonal skills; excellent stakeholder and student engagement skills; creative self-starter; strong attention to detail; ability to work in a team but also able to work independently with limited direction; developed problem-solving and analytical skills; ability to multitask and stay organized in a fast-paced environment. Demonstrated entrepreneurial and innovative drive is a strong asset.

Number of Hours: Variable depending on volume and workflow, ranging from 20-30 hours/week temporary contract, to be negotiated.

Salary Range: \$30-\$40/hr, dependent on experience & expertise

Application Process:

Interested applicants should forward a resume and cover letter to the Co-Directors of the Health Innovation Hub by **Sunday August 20, 2017**.

Joseph Ferenbok and Paul Santerre
Co-Directors, Health Innovation Hub
c/o Omme Rahemtullah at info.h2i@utoronto.ca

In accordance with the *Employment Equity Policy*, the University of Toronto encourages applications from qualified women and men, members of visible minorities, aboriginal peoples, and persons with disabilities.